



INDIANA 5-STAR ENVIRONMENTAL RECOGNITION PROGRAM FOR CHILD CARE FACILITIES APPLICATION

State Form 49200 (R3 / 4-05)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Compliance and Technical Assistance Program
Attention: Child Care 5-Star Program Coordinator
Mail Code 60-04
100 N. Senate Avenue
Indianapolis, IN 46204-2251

INSTRUCTIONS: *The Indiana Department of Environmental Management awards stars for the Indiana 5-Star Environmental Recognition Program for Child Care Facilities on a triannual basis. The application submittal due dates are April 1, August 1 and December 1. Eligible facilities must:*

- *Be licensed or registered (operate more than four hours a day, 10 consecutive work days and care for more than five children);*
- *Be in compliance with all applicable state rules and regulations (Head Start facilities also must be in compliance with applicable federal regulations);*
- *Meet all criteria for the star category in which they will apply; and*
- *Submit a complete and accurate application.*

TO APPLY:

1. *Read through the criteria on pages two through four.*
2. *Determine the star category in which you will apply.*
3. *Completely and accurately fill in the information requested below and in your category.*
4. *Gather the requested documentation, as applicable.*
5. *Mail your completed application and the applicable documentation to the address above, or fax it to (317) 233-5627.*

For more information about the Indiana 5-Star Environmental Recognition Program for Child Care Facilities, visit IDEM's Web site at www.IN.gov/idem/kids/5star or call IDEM's Compliance and Technical Assistance Program at (800) 988-7901. In Indianapolis, call (317) 232-8172.

Contact Name: _____

Facility Name: _____

Mailing Address: _____

City: _____ ZIP Code: _____ County: _____

Phone Number (include area code): _____

E-mail Address: _____

License or Registration Number: _____

Number of Students: _____

Year building/home was constructed: _____

Number of stars for which you are applying: 1 Star 3 Stars 5 Stars

Type of application: New Renewal*

*Date you entered the program: _____ *Number of stars received: _____

I certify the information in this application is accurate to the best of my knowledge:

Signature of Contact: _____

Title of Contact: _____

Date: _____



1-STAR CRITERIA

Child care facilities applying for one star must meet the criteria in all categories on this page.

GENERAL

Is in full compliance with rules and regulations related to chemicals and safety.
Signs and posts IDEM pledge* to reduce environmental threats to children in facility.
Performs environmental self assessment using IDEM checklist*.
*Call CTAP at (800) 988-7901 or visit www.IN.gov/idem/kids/5star for these forms.

CLEANING AND MAINTENANCE

Cleans facility diligently and thoroughly.
Performs maintenance when children are not present.

TRAINING

Facility designee reads IDEM environmental literature or receives training to ensure understanding and practice of environmental, health and safety requirements.
Trains staff to address environmental commitments made at each star level.
Displays "Simple Steps" posters* at facility.
*Call CTAP to obtain these posters.
Provides annual universal precautions training for employees. Please include a copy of the Bloodborne Exposure Plan with this application.
Provides annual hazard communication training for employees. Please include copies of the following with this application:

- List of chemicals/cleaning materials used and kept at your facility (e.g., bleach, soap, paint, pest sprays, window cleaners).
- Copies of Material Safety Data Sheets for the materials on your list of chemicals.

Provides annual emergency and fire safety training.

LEAD

Flushes cold-water pipes and water fountains 30 seconds before cooking or drinking. Uses cold water for cooking.
Performs housekeeping and maintenance.
Assumes soil outside facility or with neighboring facility is contaminated with lead. Keeps children away from bare soil or potentially contaminated areas.
Purchases lead-free toys.
Tests drinking water for lead. IDEM will test water during on-site visit if test hasn't already been performed. If test has been done, please include a copy of the test result with this application.

PEST CONTROL

Diligently cleans rooms where food is eaten or stored.
Records types, amounts and locations of pesticides used.

MERCURY

Changes fluorescent bulbs without children present. If bulb breaks, follows proper clean-up procedures.
Ensures fluorescent bulbs are shielded.

INDOOR AIR QUALITY

Ensures children are not exposed to second-hand environmental tobacco smoke.
Prevents carbon monoxide poisoning by not operating gas-powered machinery indoors.
Installs carbon monoxide detector if gas appliances (furnace, water heater, cooking stove) are present.

EDUCATION

Distributes "Simple Steps"* or other environmental, health and safety literature to parents.
*Call CTAP to obtain "Simple Steps" and other educational materials.



3-STAR CRITERIA

Child care facilities applying for three stars must meet the one-star criteria in all categories on page two and the criteria in all categories on this page.

ASBESTOS

Does not make new purchases of asbestos-containing materials (ACM).

During maintenance and repair, verifies that friable ACM will not be disturbed.

If disturbance of friable ACM will occur, ensures that repairs/removal are performed by a licensed contractor.

RADON

Performs short-term test in occupied rooms. (Call CTAP at (800) 988-7901 for information on how to test for radon.) No action needed if results are less than 4 pCi/L. Please include a copy of the test result with this application.

If above 4 pCi/L, performs follow-up test.

If above 4 pCi/L after follow-up test, contracts with state-certified radon inspector to perform professional testing.

Develops radon action plan.

LEAD

If mini-blinds are used, ensures they are lead-free.

PEST CONTROL

Implements basic integrated pest management (IPM) strategies (e.g., caulking, proper food storage, sealing cracks, screens for windows that open).

If facility has pests, encourages licensed contractor to use effective integrated pest management strategies, such as using targeted baits for persistent pests rather than spraying. If you use a contractor, please include a copy of your contract with this application.

POLYCHLORINATED BIPHENYLS (PCBs)

(Possible concern if facility was constructed pre-1976)

If PCB-containing electrical transformers are present near facility, requests that utility company replace transformers with ones that

do not contain PCBs. (Call utility company to find out whether a nearby transformer contains PCBs.)

MERCURY

Identifies all mercury-containing products on site.

Recycles mercury-containing thermometers and replaces them with digital or alcohol-filled thermometers.

Keeps mercury spill kit on premises if liquid mercury is present in facility.

Recycles mercury-containing thermostats and replaces them with digital or mercury-free thermostats, or identifies mercury-containing thermostats with stickers* as a reminder to recycle them and to purchase a non-mercury replacement.

Investigates options for recycling fluorescent bulbs.

*Call CTAP to obtain these stickers.

INDOOR AIR QUALITY

Performs preventive maintenance on heating, ventilation and air conditioning system.

Takes actions to reduce mold, fungi and allergens.

Reduces children's exposure to cleaning chemical vapors.

RECYCLING

Contacts local solid waste management district (in Marion County, contact Keep Indianapolis Beautiful) to investigate recycling options for glass, aluminum, plastic and paper, as applicable.

EDUCATION

As facility identifies environmental threats, informs parents of hazards and actions facility is taking to address them.

Incorporates environmental awareness education into curriculum.



5-STAR CRITERIA

Child care facilities applying for five stars must meet the one-star criteria in all categories on page two, the three-star criteria in all categories on page three and the criteria in all categories below.

ASBESTOS

Calls CTAP for an asbestos review or hires a licensed asbestos inspector to perform an asbestos inspection.
Hires a licensed asbestos inspector to perform a more detailed inspection if recommended during the CTAP asbestos review.

LEAD

If facility was constructed prior to 1978, contacts IDEM's CTAP and requests a lead risk assessment, or employs a licensed contractor to conduct a lead risk assessment and lead paint inspection. Please include a copy of the test result with this application. (Not necessary if IDEM performs the inspection.)
Develops lead management plan if lead concerns exist.

PEST CONTROL

Investigates attending integrated pest management training when offered in upcoming years.

POLYCHLORINATED BIPHENYLS (PCBs)

(Possible concern if facility was constructed pre-1976)

Investigates identifying fluorescent lighting ballasts containing PCBs; develops action plan for replacement and disposal.

ENERGY EFFICIENCY

Investigates energy-efficiency options, such as energy-efficient heating and cooling equipment and lights. Seeks products that carry the Energy Star™ label.

MERCURY

Recycles used fluorescent bulbs. (Contact your local solid waste management district (in Marion County, contact Keep Indianapolis Beautiful) to investigate whether they accept bulbs for recycling.)

INDOOR AIR QUALITY

If facility has pets with fur, sends pet notice* to parents.
Removes pets with fur from rooms where children with asthma are present.
If children with asthma are present, considers removal of pets with fur from the facility and distributes asthma information to parents.
*Call CTAP for this form.

FIRE SAFETY

Investigates installation of automatic fire alarm system when it is not required.
Investigates installation of sprinkler system when it is not required.

RECYCLING

Investigates replacing single-use dishware (bowls, plates, utensils, etc.) with approved reusable dishware.
Investigates the uses of alternative playground mulch made from recycled material.
Takes recyclables to drop-off facility or arranges for other services (e.g., partnering with neighboring business or contracting with a private hauler for pick up).

EDUCATION

Conducts educational programs for parents on environmental issues and their proper management (e.g., open house, newsletter articles).
Mentors other facilities on environmental, health and safety rules and stewardship opportunities when appropriate.